



Lone Worker Policy

From time to time Procure contractors and cleaners may find themselves working alone. When this happens please ensure the following guidelines are followed. This document covers your obligations under the 'Health and Safety at Work Act 1974' and the 'Management of Health and Safety at Work Regulations 1999', that need to be considered.

Please note that this document does not cover any site specific rules or hazards. These would have been covered in addition to this document during your introductory meeting on site, and will be stated on the cleaning proposal.

Access and Security

1. Keys and Alarms – never copy keys or pass the alarm codes on to any other person and ensure that keys are identified by a code or colour tag, never by name of premises. This will prevent any other person obtaining access to the premises whilst you are there or impersonating you in your absence.
2. Never admit anybody to premises on which you are working whoever they claim to be. Any person with a genuine right of access will have their own keys and access alarm codes.
3. If you have been allocated a specific time to clean, please always ensure you attend only during those times so that any security measures that exist or require to be activated, will be in place.
4. Always lock the premises immediately upon entering and either retain the keys on your person, if they are needed for further internal access, or leave in the inside of the lock.
5. Never use a lift if you are completely alone in the premises, and if you have to clean one, ensure that either you have locked off the power with the key provided or that the doors is propped open whilst cleaning it.